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Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. [REDACTED] Organization and Methods
 Examiner

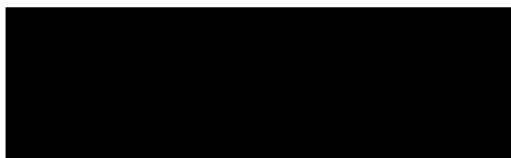
DATE: 18 January 1952 25X1A9a

FROM : Chief, Administrative Service

SUBJECT: Procurement Office Directive No. 15 - Procedure for Building
 Services Officer

1. In connection with the attached Procurement Office Directive No. 15 which you referred to us for comment, paragraphs 2 h and 9 d, e and h should not be included in this Procurement Directive since it appears that these are only the concern of the Administrative Service or the Safety Officer in Inspection and Security. Particularly in the field of space utilization, the Building Services Officers have no responsibilities.

2. Suggest that you recommend to Procurement that the Procurement Directive be amended in accordance with these comments.



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Att.

Document No. 014
 IN COMPLIANCE WITH CLASS. ☒
 TO: [REDACTED]
 FROM: [REDACTED] TS S G
 AUTH: [REDACTED] 4 APR 77
 DATE: 22/5/78 BY: RU